

Microsoft PowerPoint Guidelines:

Your Multimedia Presentation *must contain* the following:

1. At least 10 slides, but no more than 12 slides total.
2. The first slide should include your name, genetic disorder, class period, and date.
3. There should be one slide for each of the following aspects of your disease:

- symptoms & incidence
- tests and screening
- treatments
- cause & how it is inherited
- additional facts or theories
- expected quality of life for patient
- where you can find more information on this disease
- additional thoughts or questions you have

4. Within the body of the presentation, you should include at least two (2) graphics or images. Here is a good place to search for science images: Image Gallery at the Human Genome Project Information website.
5. The last slide should include the resources you used (for example, websites, at least one (1) print resource, etc.) following the citation examples given in class.

Tips:

1. Arrange your information on the printed “storyboard.” This will allow you to plan out how you want your slides, as well as what you will put on each slide. You can do this for homework using your “scientific journal” as a guide.
2. After completing your storyboard, put the text on your slides.
3. Add at least 2 clip art images or graphics, but not too many more. It will overwhelm your presentation.
4. Use main points for slides, not long paragraphs. Use “bullets” to spread out points across your slide.
5. If you need to add more detail notes to help you, place them in the “Notes” section. I can help you with this, if you need it.
6. Preview your show so you will know what it will look like when you present.
7. Run a spell check with the “ABC” button.
8. Don’t forget to SAVE your presentation!

Things to Remember:

1. Be simple, clear, and effective. Make your point with few words. In other words, summarize your

information, if needed.

2. Have 1-3 points per slide.
3. Space is welcome.
4. Add art for interest.

Things to avoid:

1. Tiny font size (small words). They will be difficult to read.
2. Compact text (too many words on one slide).
3. Too many different colors and graphics. This can be distracting.
4. Confusing messages or information.
5. Avoid using odd fonts because the computer that you show it on may not have that font and it may not work well.
6. Some animation features are not supported (able to be used) by earlier Power Point version (pre-2002).

Tips from:

Microsoft Office Online. "Create Your First Presentation." 2004. Microsoft Corporation. 10 October 2004. Available URL: <http://office.microsoft.com/training/training.aspx?AssetID=RC011298761033>